



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Associate Treasury Program Officer  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$4111 - \$4997

### **DUTIES:**

Under the general direction of the Treasury Program Manager II of the Debt and Data Management Section (DDMS) the incumbent performs the more responsible, varied and complex analytical and/or research-oriented duties that relate to the financial programs of the [Securities Management Division](#) and independently work to gather and analyze information and make subsequent recommendations to management. Incumbent (1) functions as the day to day data administrator for security transactions, debt payments, computer generated reports, and data accuracy; (2) acts as a program liaison working with vendor and State Treasurer's Office technical computer support staff to maintain the network operating system, utility programs, and the database records as well as implement new components in database systems; (3) as a lead or team member works independently performing the most difficult, complex, technical, or sensitive analytical assignments or special projects that are assigned by Securities Management Division Director or Executive Office; (4) assist in debt administration by gathering and analyzing technical data associated with the audit and accounting of daily and monthly debt service reports, sales and calls of State of California bonds. Incumbents may also be assigned lead responsibility for staff at lower levels on a daily or project basis.

### **ESSENTIAL FUNCTIONS:**

- Acts in lead capacity performing a variety of database administration functions, including evaluating and researching complex debt payment issues and monthly and paydown factors for mortgage backed securities (MBS). Ensures all systems, including the Depository Trust Company, eMBS, Custodian Bank and Bloomberg, among others, meet the Division's operational needs. Serves as the first line support on all database and system issues for the Division's staff. Responsible for calculating principal and interest payments, the diagnosis and correction of certain types of complex computer entry and the set up of the individual portfolios in the Division's database. Trains division staff on database and system issues. Works independently to research any discrepancies, problems, or errors in databases and ensures they are resolved timely. May act as the lead analyst in the absence of the Treasury Program Manager I.
- Functions as technical expert and external liaison for the Division's databases. Works closely with the department and divisional managers, section's data administration staff, vendors and Treasurer's office technical support to resolve complex data and database related problems and to ensure new systems and utilities are designed and programmed to provide the most effective support to highly sensitive and complex security and debt activities. Addresses the more complex debt administration problems and independently reviews draft bonds, early redemption notices and defeasance notices.
- Conducts the most complex and sensitive assignments based on knowledge of the existing databases, financial markets, STO's policies and accounting methods. Works independently or as lead team member to make recommendations to upper management, including preparation of position papers on sensitive issues for Executive Staff, memos related to the Treasurer's committee assignments, Feasibility Studies and Budget Concept/Change papers. Communicates regularly with all levels of the STO, other state agencies, financial institutions and the public. Frequently serves as the lead on the most difficult, confidential and complex projects; ensuring projects remain on track, milestones are completed timely and the final product accomplishes the list of deliverables and other requirements identified. Researches and evaluates new technologies for use by the Division or Department. Responsible for assisting in the development and implementation of all SMD projects using the project management approach.

- Functions as a staff assistant to management on confidential issues and performs other duties as required, including answering the public line and assisting bondholders at the counter.
- Develops and maintains user manuals for the Division's systems.

**DESIRABLE QUALIFICATIONS:**

- Ability to work cooperatively with others.
- Ability to quickly acquire technical knowledge.
- Ability to handle multiple assignments and critical deadlines.
- Demonstrated ability to write and verbally communicate well.
- Computer skills.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment eligibility as an Associate Treasury Program Officer or equivalent classification may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Board, Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-610-4223-004" next to the classification on your application/resume, i.e. Associate Treasury Program Officer (820-610-4223-004).**

**FINAL FILING DATE:**

**Applications will be accepted until filled.** Only individuals with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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